

~~CONFIDENTIAL~~

OFFICE OF RESEARCH AND REPORTS

2 June 1960

Office Regulation 20-11

PERSONNEL

ORR CAREER SERVICE BOARD

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REFERENCE:

[REDACTED] dated 15 December 1955

RESCISSION: Office Regulation 20-11, dated 26 January 1954

1. The ORR Career Service Board is composed of:

Assistant Director	- Chairman
Deputy Assistant Director	- Member
Chief, Economic Research	- Member
Chief, Geographic Research	- Member
Special Assistant to AD	- Member
Chief, Administrative Staff	- Executive Secretary

2. The Executive Secretary will, in addition to normal membership duties, provide such secretariat services as may be required.

3. Responsibilities of members are not delegatable. If however, a member cannot attend a meeting, the Chairman may invite the officer then acting in the member's normal duty capacity to attend.

4. The Board's functions will include those listed within paragraph 4.c. of reference regulation, and such others as the Assistant Director may assign.

5. The Chairman will convene regular and special meetings as needed.

6. Minutes will be kept of all meetings, in such form and for such circulation as the Chairman may prescribe.

7. All actions of the ORR Career Service Board will be in the form of approved recommendations to the Assistant Director. In the event recommendations are required under circumstances in which meetings cannot be held, approval of members may be obtained individually. Under such circumstances, recommendations concurred in by a majority of the members will be noted and recorded in the minutes of the next scheduled meeting.

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[REDACTED]
OTTO E. GUTHE/
Assistant Director